

EDITED TASK LISTING

CLASS: Chief Psychiatrist, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Plans, organizes and directs staff in the assessment and management of mental disorders including examining, diagnosing, classifying, prescribing treatment and rehabilitation programs for patients in institutional and/or parole settings to ensure compliance with appropriate standards of care as specified in various laws, rules, regulations, court mandates, etc. on a continuous basis.
2.	Conducts and/or facilitates staff conferences, committees, meetings, In-Service Training, etc. to provide information and ensure proper implementation of the standard of medical care utilizing communication and management skills, policies, procedures, etc. as needed.
3.	Reviews medical and psychological examination findings for evidence of organic disturbances as well as other complicating features (e.g. physical illnesses, developmental problems, seizure disorders, medication side-affects, etc.) related to mental disorders to ensure appropriate placement and treatment of patients utilizing various resources (e.g. expertise, laws, rules, regulations, court mandates, testing, etc.) as required.
4.	Recommends transfer of patients to appropriate levels of mental health care and/or assists in the arrangements for follow-up and after-care during parole including release parole medication, to assure continuity of appropriate treatment utilizing various resources (e.g. expertise, laws, rules, regulations, court mandates, testing, history, etc.) as needed.
5.	Provides input for the management of patients placed on parole to assure continuity of care and to maintain the safety of the community in cases where there is a threat of violence utilizing knowledge of controlling laws, rules, regulations, court mandates, and appropriately communicating with persons and agencies as required.
6.	Facilitates the hiring process by conducting interviews, evaluating and recommending candidates for appointment utilizing various methods of filling vacancies (e.g. recruitment, team building, training and development assignments, certification lists, etc.) as needed.
7.	Evaluates and provides feedback to employees to ensure performance objectives/standards are met by monitoring work, assignments and/or behaviors as defined by various laws, administrative rules, policies, procedures, etc.
8.	Prepares various written documents (e.g. correspondence, reports, consultations, memoranda, etc.) to provide documentation, information, direction, etc., to others (e.g. patients and their families, staff, government officials, etc.) utilizing various resources (e.g. communications skills, computer equipment, etc.) as needed.

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9.	As with all employees, maintains order of persons committed to the California Department of Corrections to ensure the security of working areas/materials, to prevent escape and injury by these persons to themselves and/or others, and to safeguard property utilizing various resources (e.g. interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) as dictated by departmental policy.
10.	Participates in the development of policies and standards for the mental health program to assure compliance with existing laws, regulations, court mandates, etc. as required.
11.	Organizes, directs, and evaluates institutional and outpatient treatment programs to ensure compliance with appropriate standards of care as specified in various laws, rules, regulations, court mandates, etc. on a continuous basis.
12.	Consults with professional organizations, public officials, departmental staff, community groups, etc. on all phases of the Department's mental health program to provide technical advice, expertise, to assist in the resolution of clinical problems that may arise, etc. utilizing various resources (e.g. professional skills, laws, rules, regulations, court mandates, etc.) as necessary.
13.	Communicates with others (e.g. staff, mental health professionals, allied groups, provider organizations, other public and private agencies, etc.) to establish and maintain liaison and cooperative relationships utilizing various resources (e.g. interpersonal/communication skills, knowledge, etc.) as needed.
14.	Represents the Department on various mental health issues (e.g. Mentally Disordered Offender Act, Sexually Violent Predators Act, Board of Prison Term reports, etc.) to provide expertise, information, etc. utilizing various resources (e.g. interpersonal/communication skills, knowledge, laws, rules, regulations, court mandates, etc.) as required.
15.	Maintains the morale and cohesiveness of the staff to ensure the appropriate treatment of patients and to maintain a sound and creative working environment utilizing knowledge, interpersonal/communication skills, etc. on a continuous basis.